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5 MAR 1962

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Shuttle Service Between The New Building And Adjacent  
Parking Areas

1. This memorandum is for information only. It describes the manner in which the subject service could be provided by means of buses and outlines the requirements in terms of personnel, equipment and operating costs. Other means of providing this service, such as the moving sidewalks now in use at the Dallas, Texas airport terminal or small tractor-trailer trains used at public expositions, have not been explored.

2. A shuttle bus service between the new building and adjacent parking areas would have to operate between the hours of 0740 - 0900 and 1630 - 1750 in order to accommodate personnel under the announced staggered working hour schedules. It is estimated that approximately 2,750 employees would use such a service each morning and evening. (Attachment 1)

3. Buses will be able to operate over all perimeter roads adjoining the parking areas at the new building once repairs are completed on the west perimeter road. Trial runs over the route indicate that each round trip will require ten minutes. This route includes two stops at each parking area and three stops at building entrances. Accordingly, a bus could complete eight round trips each morning and evening.

4. Shuttle bus service can be provided by any of the following three methods:

a. Purchasing additional buses similar to the type now in use on regular shuttle bus runs.

This type of bus has a capacity of 33 passengers (25 seated - 8 standing), therefore, one bus could transport a total of 264 employees during the eight round trips each morning and evening. To accommodate the estimated 2,750 employees, a minimum of ten additional buses and drivers would

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be required. The estimated annual cost of ten buses and ten drivers is \$69,783.50. (Attachment 2)

b. Purchasing large city-type buses.

This type of bus has a capacity of 66 passengers (45 seated - 21 standing), therefore, a minimum of five such buses would be required to handle the 2,750 employees. The estimated annual cost of five 66 passenger buses and five drivers is \$91,323.50. (Attachment 3) Using five large buses in lieu of ten smaller buses would increase the waiting time between buses from one to two minutes.

c. Chartering or leasing commercial 66 passenger buses.

A representative of D. C. Transit has advised that five buses with drivers could be furnished each morning and evening at an estimated daily cost of \$300.00. This would amount to \$80,000.00 annually on the basis of 260 workdays per year. It is, of course, possible that actual negotiations with D. C. Transit and competitive firms might result in lower quotations.

5. The matter of providing the subject service has been discussed in some detail with the Assistant General Counsel, Office of Logistics, who makes the following comments:

"The subject of how far the Agency may or should go in providing employees with transportation other than that directly connected with official business has been a matter for consideration on a number of occasions over the years. Congressional legislation generally forbids the use of Government-owned or leased vehicles between domiciles and places of employment. The Comptroller General has interpreted this law strictly, holding that it is the duty and obligation of employees to place themselves at their regular places of employment and return home at their own expense and further that payment of any part of the cost of transportation between an employee's home and place of

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**SUBJECT: Shuttle Service Between The New Building And Adjacent Parking Areas**

duty is not authorized. As an exception to the foregoing, Section 8.(a)(1) of the CIA Act of 1949 provides that subject to policies established by the Director, transportation may be furnished employees between their domiciles and places of employment when engaged in work which makes such transportation necessary. Transportation has been furnished under this authority in appropriate cases in the past.

"It is granted that this office in an opinion dated 29 April 1954 took the position that there was no legal objection to the operation of additional shuttle bus service on regular routes between the hours of 0800 - 0845 and 1700 - 1730 provided it was administratively determined that the facilities were needed to provide transportation for employees on official business, even though as a consequence certain employees might use the facilities for their personal convenience. The opinion referred to concluded however with the following statement which is felt to be still valid and applicable to the Langley situation presently under study: 'Of course, the additional service could not be devoted exclusively to the transportation of employees between adjacent parking lots, commercial bus stops and their respective offices, in view of the several restrictions on use of Government vehicles for other than official purposes.'

"It might be argued that the employee is officially at work when he passes the gate at Langley and that from then on the shuttle bus is used in the furtherance of official business. However, it is felt this reasoning would not stand the white light of publicity (press, Congressional or otherwise), particularly when compared for example with the situation at the Pentagon where the average walk is a long one."

[Redacted] FOIAb3b

JAMES A. GARRISON  
Director of Logistics

Attachments:  
1, 2 & 3 as stated

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~~SUBJECT: Shuttle Services Between the Garage and Adjacent Parking Areas~~

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CL/TD/REC/[REDACTED] 3131 (2 Mar 62)

MEMORANDUM FOR THE RECORD:

1. The computations for the operating and maintenance costs are as follows:

a. 33 passenger bus.

1.4 miles for each round trip  
 16 round trips (8 trips each morning and evening)  
~~22.4~~ daily miles operated at Langley  
~~15.0~~ daily mileage between the garage and Langley  
~~37.4~~ or 38 total daily mileage per bus

260 annual working days  
 18 daily mileage per bus (see above)  
~~5,880~~ total annual mileage per bus  
~~.11~~ operating and maintenance cost per mile  
~~\$1,254.40~~ annual operating and maintenance cost for each bus

b. 66 passenger bus.

Mileage is the same as the 33 passenger bus (9,880). However, operating and maintenance cost per mile is estimated to be \$0.40. Total annual operating and maintenance cost for each 66 passenger bus is \$3,952.00 ( $9,880 \times \$0.40$ ).

2. This memorandum has been coordinated with Chief, Highway Branch.

[REDACTED] / Planning and Control Staff/TD